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ABSTRACT

Developed by unit managers in Central Ohio Technical College's Academic Affairs division, this annual plan for 1983-84 attempts to provide the basis for communication with individuals both within and outside the division; unify the campus around shared goals; and review progress. Introductory material describes the development of the program plan, identifies the uses for the document, sets forth assumptions about the planning process and definitions of relevant terms (e.g., goal, objective, and action step), and provides a summary of the annual effort of the Academic Affairs division. Next, work plans are provided for the following areas: (1) Office of the Dean of Academic Affairs; (2) Division Offices for Business Technologies, Engineering and Public Services Technologies, and Health Technologies and General Studies; and (3) academic support areas of admissions, job placement, and student records and registration. For each area, goals, objectives, and activities are specified, and, in most cases, an activity implementation schedule and a list of additional resources needed are provided for each activity. Finally, a calendar of activities for 1983-84 is presented, including projected activities by quarter, in the areas of curriculum, budget, personnel, marketing/recruitment, advisory committees, publications, registration, and reports. (LAL)

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COTC CENTRAL OHIO TECHNICAL COLLEGE

# ANNUAL PLAN

# 1983 - 1984

## Academic Affairs

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JC 840 098

Autumn 1983

BRIAN DONNELLY, DEAN
AND STAFF MEMBERS
OFFICE OF ACADEMIC AFFAIRS

TABLE OF CONTENTS


Preface . . . . . i

Introduction . . . . . ii

Office of the Dean of Academic Affairs . . . . . 1

Division Offices

- Business Technologies . . . . . 4
- Engineering & Public Services Technologies . . . . . 9
- Health Technologies & General Studies . . . . . 14

Academic Support Areas

- Admissions . . . . . 19
- Job Placement . . . . . 23
- Student Records & Registration . . . . . 28

Appendix

- Calendar of Activities . . . . . 35

## PREFACE

Each of the unit managers, including the Chairpersons of Business Technologies, Engineering & Public Service Technologies and Health Technologies & General Studies, the Registrar, the Coordinator of Admissions and the Coordinator of Job Placement, in the area of Academic Affairs has developed an annual plan for 1983-84. The combined set of unit plans constitute a statement of planned annual outcomes for the Academic Affairs area.

Each of the persons involved in the development of these plans can feel a sense of pride in working through the development of an annual planning statement for three years. The written statements have been useful to the academic administrators and represent an important institutional document regarding anticipated outcomes for the College. For that reason and because the plans pertain to the interests of faculty and other administrators, this document is being made available to the College community.

Planning is an important part of the administrative process. To the extent that planning opens the decision-making processes, facilitates participation and helps the College move toward its goals and objectives, then the planning process is useful. The development of the plans herein has required energy and dialogue, the development of skills and a commitment to negotiate and establish consensus.

I commend my colleagues in each of the units in the Academic Affairs area for completing the planning process on an annual basis. The plan contributed to the development of planning skills in the College and to a stronger institution.

Brian Donnelly

## INTRODUCTION

The 1983-84 Academic Affairs program plan for Central Ohio Technical College is an iterative work plan. It is iterative in the sense that goals, objectives and major work steps are identified through an "up and down" dialogue of negotiated agreement. It is a work plan in the sense that it is a statement of outcomes for each major operating unit in the Academic Affairs area based on an approved budget for the fiscal year.

There are several uses for the planning document. They are:

1. The document provides the basis for the communication of shared expectations with the individuals outside of the Academic Affairs area.
2. The document provides the basis for articulating clear statements of expectations for outcomes among members of the Academic Affairs area.
3. It provides an indication of resources (beyond those budgeted) required (e.g., 20 hours of computer time, 5 hours of the President's time, etc.) in relation to agreed upon outcomes to be achieved.
4. It provides the basis for unifying the campus around shared academic goals.
5. It provides the basis for reviewing/monitoring accomplishments and work in process.
6. It provides the basis for efficient and effective use of limited resources.
7. It provides the basis for reviewing/evaluating the work of individuals and units in the Academic Affairs area.

## Assumptions and Definitions

There are several assumptions about planning:

1. Planning is a critical component of management responsibility and requires more emphasis for managers/leaders higher in the organization.
2. Planning is one of three major administrative responsibilities, including planning, managing and evaluating.
3. The plans for each unit in the document are the responsibility of the individual managing the unit. That person is responsible for the accomplishments identified in the plan.
4. The plan theoretically accounts for 100 percent of the projected work activity of the unit manager.
5. There are several pertinent definitions as follows:

   Goal: A statement of a general category of responsibility within a unit.

   Objective: A statement of realistic but challenging activity which is timebound and measurable.

   Action Step: A statement of one of the several major steps needed in order to achieve a particular objective.

6. The development of the planning process for the Academic Affairs area is evolutionary. In 1981 a summary review of the 1980-81 work year was written by each unit leader in the Academic Affairs area as the basis for the 1981-82 plan. The approach outlined above was introduced in the Autumn 1981. The process is relatively simple and yet effective. Therefore, the process was used with minor modification in 1982-83 and again in 1983-84.
7. The work plans provide the basis for year end reports and personnel evaluations. The negotiated goals and objectives for each individual manager are developed for attachment to the annual evaluation form.

8. Goals do not change much from year to year. Objectives do.
9. There is a relationship between long-range, short-range and work plan planning. A short-range plan is understood to provide the basis for a one year period of time and provides the basis for a budget request. A work plan is similar to the short-range plan. It follows the confirmation of the annual budget allocation for the year and provides more detail. The long-range plan is a three year statement of goals and objectives and may provide the basis for the development of a one year plan.
10. Work plans are subject to modification upon negotiated agreement during the year.
11. If the work plan is not useful, it should not be developed.
12. Only a specified amount of work can be accomplished within any goal area. The identification of one set of objectives rather than others within any goal area is a matter of judgment. Negotiation and consensus are the processes used for choosing objectives.

Annual Effort

On an annual basis there are a number of activities which occur on a regular weekly, monthly or quarterly basis. The Calendar of Activities includes a listing of those activities. Each unit manager shares some significant responsibility in the completion of those activities.

The collected work plans of the individuals in the Academic Affairs area reflect some measure of resource allocation to complete the activities. Additional developmental activities beyond the calendar are identified in the work plans. There are several major goal areas which are likely to be reflected for the Academic Affairs personnel. They are: 1) Curriculum; 2) Instruction; 3) Academic Support (e.g., registration, advisement,

library); 4) Professional Development (for personnel in the area and for the manager); and 5) Management Activity (e.g., the preparation of the budget, development of the master course schedule, the development of these and other plans, the preparation of reports, evaluation of personnel, etc.). Each of the unit plans will reflect these goal areas.

The 1983-84 goals and objectives for each unit follow.

# OFFICE OF THE DEAN

# OF

# ACADEMIC AFFAIRS

Dean of Academic Affairs
1983-84 Goals and Objectives

A. Maintain and develop with faculty leadership and support the high quality technical college curriculum at COTC

1. Initiate a college-wide curriculum renewal program by September, 1983.

2. Confirm with faculty and division chairpersons with written documents the college-wide (including division) curriculum review and development process by November, 1983.

3. Complete on a quarterly basis a course by course review of all performance objectives to meet standards.

4. Prepare a plan for new program development based on division analyses by November 30, 1983.

5. Receive recommendations for and confirm a college-wide General Studies program and organization by May 15, 1984.

6. Foster the development of a college-wide computer literacy course by March 15, 1984 for Autumn, 1984 implementation.

7. Encourage the completion of a review of the Engineering Technologies degree programs by April 1, 1984.

8. Encourage the completion of course description statements according to college-wide standards by January 31, 1984.

9. Support the implementation of the recommendations for the Office Administration Technology (formerly Secretarial Science Technology) program on a monthly and quarterly basis.

10. Develop the framework for the evaluation of the curriculum and instructional outcomes as reflected in student review, competitive examinations, retention, job placement, etc.

B. Maintain and develop through faculty involvement the high quality technical college instruction at COTC

1. Provide for the recruitment and orientation of eight new full-time faculty for the 1983-84 academic year by October 1.

2. Confirm full-time faculty support assignments through the divisions for new and part-time faculty by September 15, 1983.

3. Maintain college-wide support for the recruitment of part-time faculty through a division process.

4. Implement a spring 1984 workshop for part-time faculty through the full-time faculty and division leadership.

5. Develop a plan with faculty and division leadership to strengthen computer supported instruction and strengthen alternative instructional modes by May 1, 1984.

6. Support the college-wide process to identify and confirm faculty competencies for COTC faculty by March 15, 1984.

C. Maintain and develop strong academic support systems

1. Support the implementation of the Office of Registration processes, including a strengthened registration process, microfilm project for student records and an enhanced computerized articulation effort with financial aid and the business office.

2. Support the implementation of admissions and recruitment plans for strengthening student campus tours, summer enrollment enhancement, linkages with businesses and industry and the school systems and the annual marketing effort.

3. Support the development and implementation of the Placement Office program plan and operation.

4. Support the implementation of a college-wide faculty academic advisement program

D. Maintain and develop sound administrative and organizational efforts to support the curriculum, instruction and support services of the College

1. Implement planning processes for annual efforts including written preliminary plans by January 15, 1984 and confirmed work plans by June 30, 1984.

2. Maintain a process of review of goals and objectives three times annually with each unit in Academic Affairs.

3. Submit the written five-year reports for NCA in October, 1983 and OBR in February, 1984.

4. Provide verbal notice for all unit leaders and appropriate college-wide offices regarding the Academic Affairs calendar on a monthly basis (and as needed).

5. Implement strengthened communication processes with the faculty including topical monthly symposia on topical issues of faculty concern and weekly visits to classes and faculty offices.

6. Implement the facility use office changes for the Academic Affairs and contiguous space by February 1, 1984.

E. Maintain and develop community linkages in the three-county service area to enhance college relations and program development

1. Develop an on-campus annual invitational program for school system superintendents and school principals.

2. Develop an on-campus invitational program for business/industry and advisory committee members.

3. Develop a Human Services Organizations cooperative initiative.

F. Maintain and strengthen the professional development opportunities for faculty and staff

1. Support the development of faculty proposals for alternate resources (grants).

2. Foster the development of the faculty development program.

# DIVISION OFFICES

# DIVISION OF

# BUSINESS TECHNOLOGIES

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Business Division

Prepared by Dr. James L. McLaughlin



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I. To maintain and develop a high quality curriculum within the Division of Business Technologies. | | | | | | | | | | | | | | | | | |
| A. Participate in the College-wide curriculum renewal effort: | | | | | | | | | | | | | | | | | |
| 1. Disseminate and explain College-wide standards pertaining to curriculum development to division faculty by October 30. | | | | ⊢ | ⊣ | | | | | | | | | | | | |
| 2. Reconfirm performance objectives for all courses taught each quarter. | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊣ | | | | | |
| 3. Review and revise course description statements in accordance with College-wide policy by January 31, 1984. | | | | ⊢ | ⊢ | ⊢ | ⊢ | | | | | | | | | | |
| B. Establish and appoint a division curriculum committee to be operational by October 30. | | | | ⊢ | ⊣ | | | | | | | | | | | | |
| 1. Develop written policy guides for this group. | | | | ⊢ | ⊢ | ⊢ | ⊢ | | | | | | | | | | |
| C. To examine, by technology, course prerequisites and corequisites, to eliminate where possible by January 31. | | | | ⊢ | ⊢ | ⊢ | ⊢ | | | | | | | | | | |
| D. Develop recommendations on proficiency examination policy and administration. | | | | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | | | | | | | | |
| E. Recommend new courses and degree programs for further study. | | | | ⊢ | ⊣ | | | | | | | | | | | | |

KEY: ⊢⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Business Division

Prepared by Dr. James L. McLaughlin



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| F. Meet with technology advisory committees during Autumn and Spring Quarters. | | | | | | | | | | | | | | | | | |
| 1. Discuss ways to meet the "high tech" demands of the workplace in our programs. | | | | | | | | | | | | | | | | | |
| 2. Discuss future employment trends in the technology and its curricular impact. | | | | | | | | | | | | | | | | | |
| G. Implement recommendations for the Office Administration Program. | | | | | | | | | | | | | | | | | |
| 1. Develop quarterly goal schedule/quarterly report of results. | | | | | | | | | | | | | | | | | |
| H. Review and revise Introduction to E.D.P. and Survey of Computer Technology courses. | | | | | | | | | | | | | | | | | |
| 1. Develop proposal and pilot course by summer 1984. | | | | | | | | | | | | | | | | | |
| 2. Explore feasibility option for College-wide computer literacy course. | | | | | | | | | | | | | | | | | |
| I. Review and develop recommendations to strengthen or eliminate Real Estate degree program. | | | | | | | | | | | | | | | | | |

KEY: ⊢⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Business Division

Prepared by Dr. James L. McLaughlin



| Goals, Objectives, Activities | Activity Implementation Schedule J A S O N D J F M A M J | Additional Resources | Phase Q1 Q2 Q3 Q4 |
|---|---|---|---|
| II. Maintain and develop high quality instruction within Divison of Business Technologies. | | | |
| A. Collect, evaluate and maintain syllabi for all courses taught within the division. | | | |
| B. Develop a strong pool of qualified part-time faculty by: | | | |
| 1. Identifying applicants who want to teach. | | | |
| 2. Conducting screening interviews using full-time faculty. | | | |
| 3. Providing adequate orientation to new and continuing part-time faculty. | | | |
| 4. Integrating part-time faculty into the on-going activities of the College/division. | | | |
| 5. Evaluating part-time faculty members and discussing strategies for improvement. | | | |
| C. Identify with full-time faculty their goals and strategies for personal and professional development. | | | |
| D. Make in-class visitations for all Business Division faculty. | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Business Division

Prepared by Dr. James L. McLaughlin



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| III. Assist operation of College academic support systems. | | | | | | | | | | | | | | | | | |
| A. Provide faculty/staff time and expertise to facilitate registration, recruitment and placement efforts as needed. | | | | | | | | | | | | | | | | | |
| B. To provide documentation of areas of concern to Dean's Council and/or Dean along with potential solutions. | | | | | | | | | | | | | | | | | |
| IV. Maintain and develop administrative and organizational efforts to support the curriculum, instruction and support services of the Business Divison. | | | | | | | | | | | | | | | | | |
| A. Improve communications within the Business Division by holding division and technology meetings at least once per month. | | | | | | | | | | | | | | | | | |
| 1. Develop agenda and distribute minutes of the division meetings to both full-time and part-time faculty. | | | | | | | | | | | | | | | | | |
| V. To provide on-going management of the division by deadlines specified in annual planning calendar. | | | | | | | | | | | | | | | | | |
| A. Evaluate faculty needs. | | | | | | | | | | | | | | | | | |
| B. Develop master schedules for 1984-85. | | | | | | | | | | | | | | | | | |
| C. Develop budget for 1984-85. | | | | | | | | | | | | | | | | | |
| D. Evaluate 1983-84 performance of division. | | | | | | | | | | | | | | | | | |

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# DIVISION OF ENGINEERING & PUBLIC SERVICE TECHNOLOGIES

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

**Functional Area** Engineering & Public Service

**Prepared by** Robert J. Pond 8-4-83 (revised 10/26/83)



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| I. Improve instruction and maintain present instructional systems. | | | | | | | | | | | | | | | | | |
| A. Maintain/enhance the quality of instructional systems | | | ⊢ | | | | ⊢ | | | ⊢ | | | | * | | | |
| 1. Collect and maintain most recent syllabus I & II for each course instructed in the Division | | | | | | | | | | | | | | | | | |
| 2. Confirm that laboratory objectives exist in each syllabus II & that troubleshooting and communications objectives are included | | | | | | | | | | | | | | | | | |
| 3. Collect and maintain most recent comprehensive final exam-keyed to student performance objectives --for each course instructed in division | | | | | | | | | | | | | | | | | |
| B. Improve instruction | | | | | | | | | | | | | | * | | | |
| 1. Meet at least once a quarter with part-time faculty & review their performance/explain division expectations | | | | | | | | | | | | | | | | | |
| 2. Meet every two weeks with full-time faculty | | | | | | | | | | | | | | | | | |
| 3. Make in-class visitation, one per year, for every faculty member | | | | | | | | | | | | | | | | | |
| II. Recommend and develop new curricula & courses (also recommend programs in continuing education). | | | | | | | | | | | | | | | | | |
| A. Study the feasibility of a merger of IET/MET | | | | ⊢ | | | | | | | | | | | | | |
| 1. Establish committee | | | | | | | | | | | | | | | | | |
| 2. Write proposal if appropriate | | | | | | | | | | | | | | | | | |
| B. Study the accreditation of the EET program | | | | | | | | | | | ⊢ | | | | | | |
| 1. Submit Abet criteria to electronics faculty | | | | | | | | | | | | | | | | | |
| 2. Collect & organize responses from faculty | | | | | | | | | | | | | | | | | |
| 3. Precede-Do not precede-with request for accreditation visit | | | | | | | | | | | | | | | | | |

KEY: ⊢—⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

Functional Area Engineering & Public Service

Prepared by Robert J. Pond 8-4-83 (revised 10/26/83)



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| C. Develop Maintenance Associate-Apprenticeship Program (MAAP) in electronics (EMAAP) | | ⊢ | | ⊢ | | | | ⊢ | | | | | | * | | | |
| 1. Hire new EMAAP instructors | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| 2. Meet with EMAAP instructors every two weeks to discuss instruction and program content | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| 3. Develop student performance objectives for seventh, eighth, and ninth quarters | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| 4. Meet with Joint Apprenticeship Committee at OCF-to develop transfer credit plan | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| 5. Collect student performance objectives for tenth, eleventh, and twelfth quarters | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| 6. Prepare final statement for advertisement brochure | | ⊢ | | ⊢ | | | | ⊢ | | | | | | | | | |
| D. Apply for and obtain ISA video-tapes | | ⊢ | | | | | | | | | | | | C | | | |
| E. Invite CED coordinator to advisory committee meetings | | | | ⊢ | | | | ⊢ | | ⊢ | | | | | | | |
| F. Strengthening faculty ownership in curriculum/equipment decisions | | | | | | | | | | | | | | * | | | |
| 1. Appoint division curriculum committee to coordinate all new curriculum proposals | | | | | | | | | | | | | | | | | |
| 2. Appoint division equipment committee to coordinate all new equipment proposals | | | | | | | | | | | | | | | | | |
| 3. Meet biweekly with both committees | | | | | | | | | | | | | | | | | |

KEY: ⊢⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

Functional Area Engineering & Public Service

Prepared by Robert J. Pond 8-4-83 (revised 10/26/83)



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| III. Provide Academic Support Services to the Division | | | | | | | | | | | | | | | | | |
| A. Develop Master Course Schedule: 1984-85 | | | | | | | | | | | | | | | | | |
| 1. Identify course offerings from bulletin and evening course offerings booklet | | | | | | | | | | | | | | | | | |
| 2. Coordinate division course offerings with General Studies course offerings | | | | | | | | | | | | | | | | | |
| 3. Prepare final schedule of classes | | | | | | | | | | | | | | | | | |
| B. Prepare Division Budget for 84-85 | | | | | | | | | | | | | | | | | |
| 1. Identify full-time faculty course loads | | | | | | | | | | | | | | | | | |
| 2. Identify part-time faculty course loads | | | | | | | | | | | | | | | | | |
| 3. Calculate part-time faculty cost projections | | | | | | | | | | | | | | | | | |
| 4. Determine, with full-time faculty, other budget line items | | | | | | | | | | | | | | | | | |
| 5. Submit final division budget to Dean | | | | | | | | | | | | | | | | | |
| C. Conduct a Minimum of Eight Advisory Committee Meetings | | | | | | | | | | | | | | | | | |
| 1. Winter C.J. Advisory | | | | | | | | | | | | | | | | | |
| 2. Winter EET/EMT Advisory | | | | | | | | | | | | | | | | | |
| 3. Autumn MET/IET Advisory | | | | | | | | | | | | | | | | | |
| 4. Autumn D & D Advisory | | | | | | | | | | | | | | | | | |
| 5. A minimum of one other advisory Committee Meeting for each of the above by May 30, 1984 | | | | | | | | | | | | | | | | | |
| D. Coordinate Newark Air Force Station Work-Study Programs | | | | | | | | | | | | | | * | | | |
| 1. Meet with NAFS supervisors to evaluate summer work study students | | | | | | | | | | | | | | | | | |
| 2. 1st year, work study students=Winter Qtr. positions/2nd year students for Spring Qtr. | | | | | | | | | | | | | | | | | |
| 3. Prepare written report | | | | | | | | | | | | | | | | | |

KEY: |—| duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

Functional Area Engineering & Public Service

Prepared by Robert J. Pond 8-4-83 (revised 10/26/83)



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| E. Conduct Information Meetings at College | | | | | | | | | | | | | | | | | |
| 1. Develop a list of meeting dates (approx. 1 mtg./mo.) | | | | | | | | | | | | | | | | | |
| 2. Conduct meetings | | | | | | | | | | | | | | | | | |
| F. Visit Area High Schools (Engineering Technologies) | | | | | | | | | | | | | | | | | |
| 1. Develop list of high school visits with Herrin | | | | | | | | | | | | | | | | | |
| 2. Conduct visitations | | | | | | | | | | | | | | | | | |
| G. Recruit in-service officers as C.J. students | | | | | | | | | | | | | | | | | |
| 1. Assist in recruiting in-service law enforcement officers | | | | | | | | | | | | | | | | | |
| 2. Assist in recruiting in-service security officers | | | | | | | | | | | | | | | | | |
| 3. Implement Basic Peace Officer Training | | | | | | | | | | | | | | | | | |
| H. Assist the Placement Officer in Placing all Graduates | | | | | | | | | | | | | | | | | |
| 1. Apprise Advisory Committee Members of those Graduating | | | | | | | | | | | | | | | | | |
| 2. Invite Placement Officer to Advisory Committee Meetings | | | | | | | | | | | | | | | | | |
| IV. Provide Opportunities for Professional Development | | | | | | | | | | | | | | C | | | |
| A. Instruct Courses in Division | | | | | | | | | | | | | | | | | |
| 1. Prepare Instructional Plan to Instruct 3015 | | | | | | | | | | | | | | | | | |
| 2. Instruct the course | | | | | | | | | | | | | | | | | |
| B. Provide Opportunities for Full-Time Faculty's Professional Development | | | | | | | | | | | | | | | | | |
| 1. Collect faculty's personal objectives for the high tech area | | | | | | | | | | | | | | | | | |
| 2. Encourage full-time faculty to request specific short courses they wish to attend | | | | | | | | | | | | | | | | | |

KEY: ⊢—⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

Functional Area Engineering & Public Service

Prepared by Robert J. Pond 8-4-83 (revised 10/26/83)



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| C. Serve as Program Committee Chairman for PSOE Division | | | | | | | | | | | | | | | | | |
| 1. Conduct meetings with PSOED taxonomy directors | | | | | | | | | | | | | | | | | |
| 2. Plan and conduct, if feasible- '83 PSOE Convention | | | | | | | | | | | | | | | | | |
| D. Act as Program Chairman for Columbus Section of ISA Symposium | | | | | | | | | | | | | | | | | |
| 1. Attend planning meetings | | | | | | | | | | | | | | | | | |
| 2. Prepare a "call" for papers | | | | | | | | | | | | | | | | | |
| 3. Plan meetings | | | | | | | | | | | | | | | | | |
| E. Serve the Newark A.F.S. as a minority advisor & establish Co-Op advisory | | | | | | | | | | | | | | * | | | |

KEY: ⊢—⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

# DIVISION OF

# HEALTH TECHNOLOGIES

# & GENERAL STUDIES

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Health and General Studies

Prepared by Marilyn C. Tritt



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I. To maintain and develop a high quality curriculum within the Division of Health Technologies. | | | | | | | | | | | | | | | | | |
| A. Participate in the college-wide curriculum renewal effort: | | | | | | | | | | | | | | | | | |
| 1. Disseminate and explain college-wide standards pertaining to curriculum development to division faculty by October 30. | | | | | | | | | | | | | | | | | |
| 2. Reconfirming performance objectives for all courses taught each quarter. | | | | | | | | | | | | | | | | | |
| 3. To examine, by technology, course prerequisites and concurrent enrollment to eliminate where possible by January 31, 1984. | | | | | | | | | | | | | | | | | |
| 4. Review and revise course description statements in accordance with college-wide policy by January 31, 1984. | | | | | | | | | | | | | | | | | |
| B. Recommend new courses and degree programs for further study. | | | | | | | | | | | | | | | | | |
| C. Participate in the review and revision as necessary of the Health Technology curricula, standards, policies, and evaluation procedures. | | | | | | | | | | | | | | | | | |
| II. To continue to develop General Studies curricula which are appropriate to the mission of COTC. | | | | | | | | | | | | | | | | | |
| A. To provide leadership in implementation of the recommendations coming from the NEH Consultancy. | | | | | | | | | | | | | | | | | |
| B. To provide leadership to assure the implementation of the Nursing Ethics course by Autumn, 1984. | | | | | | | | | | | | | | | | | |

KEY: |——| duration of activity; • on time; › ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Health and General Studies

Prepared by Marilyn C. Tritt



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C. To establish a schedule for the systematic review of General Studies courses in keeping with the "Curriculum Renewal" theme. | | | | | | | | | | | | | | | | | |
| 1. Disseminate and explain college-wide standards pertaining to curriculum development to Division faculty by October 30. | | | | | | | | | | | | | | | | | |
| 2. Reconfirming performance objectives for all courses taught each quarter. | | | | | | | | | | | | | | | | | |
| 3. To examine, by technology, course prerequisites and concurrent enrollment to eliminate where possible by January 31, 1984. | | | | | | | | | | | | | | | | | |
| 4. Review and revise course description statements in accordance with college-wide policy by January 31, 1984. | | | | | | | | | | | | | | | | | |
| D. To review and revise position paper requesting divisional status for General Studies and submit to the Dean of Academic Affairs by February 1, 1984. | | | | | | | | | | | | | | | | | |
| III. Maintain and develop high quality instruction within Division of Health Technologies and General Studies. | | | | | | | | | | | | | | | | | |
| A. Collect, evaluate and maintain syllabi for all courses taught within the Division. | | | | | | | | | | | | | | | | | |
| B. Collect, evaluate, and maintain most recent final examinations for each course instructed in the Division. | | | | | | | | | | | | | | | | | |
| C. Develop a strong pool of qualified part-time faculty by: | | | | | | | | | | | | | | | | | |
| 1. Identifying applicants who want to teach. | | | | | | | | | | | | | | | | | |
| 2. Conducting screening interviews using full-time faculty. | | | | | | | | | | | | | | | | | |

KEY: |——| duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Health and General Studies

Prepared by Marilyn C. Tritt



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| 3. Providing adequate orientation to new and continuing part-time faculty. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| 4. Integrating part-time faculty into the on-going activities of the College/Division. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| 5. Evaluating part-time faculty members and discussing strategies for improvement. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| D. Make in-class visitations for all faculty. | | | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | | |
| IV. Assist operation of College academic support systems. | | | | | | | | | | | | | | | | | |
| A. Provide faculty/staff time and expertise to facilitate registration, recruitment and placement efforts as needed. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| B. To provide documentation of areas of concern to Dean's Council and/or Dean, along with potential solutions. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| V. To provide on-going management of the Division by deadlines specified in annual planning calendar. | | | | | | | | | | | | | | | | | |
| A. Evaluate faculty needs. | | | | | | | | | | | | | | | | | |
| B. Develop master schedules for 1984-85. | | | | | ——— | ——— | | | | | | | | | | | |
| C. Develop budget for 1984-85. | | | | | | ——— | ——— | | | | | | | | | | |
| D. Evaluate 1984-84 performance of Division. | | | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |

KEY: |——| duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Health and General Studies

Prepared by Marilyn C. Tritt



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| VI. Encourage and support a professional development program for the Division faculty and the Chairman. | | | | | | | | | | | | | | | | | |
| A. Meet and discuss with faculty their goals for professional development in 1983-84. | | | ├ | ─ | ─ | ┤ | | | | | | | | | | | |
| B. Keep current with the latest issues and trends affecting my area of responsibility by belonging to professional organizations and by attending continuing education programs each quarter. | | | ├ | ─ | ─ | ─ | ─ | ─ | ─ | ─ | ─ | ─ | | | | | |
| VII. Promote a positive public image of COTC by participating in activities of outside organizations. | | | | | | | | | | | | | | | | | |
| A. Board memberships | | | | | | | | | | | | | | | | | |
| 1. Community Mental Health Board | | | | | | | | | | | | | | | | | |
| 2. American Red Cross | | | | | | | | | | | | | | | | | |
| B. Advisory committee memberships | | | | | | | | | | | | | | | | | |
| 1. Columbus Technical Institute Nursing Advisory Committee | | | | | | | | | | | | | | | | | |
| 2. Franklin University School of Nursing Advisory Committee | | | | | | | | | | | | | | | | | |
| 3. Licking County Health Advisory Committee | | | | | | | | | | | | | | | | | |
| 4. Newark Healthcare Center Home Health Agency Professional Advisory Committee | | | | | | | | | | | | | | | | | |
| C. State level activities | | | | | | | | | | | | | | | | | |
| 1. Chairman, Ohio Council of AD Nursing Education Administrators | | | | | | | | | | | | | | | | | |
| 2. State of Ohio Coalition for Revision of Nurse Practice Act | | | | | | | | | | | | | | | | | |

KEY: ├──┤ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Health and General Studies

Prepared by Marilyn C. Tritt

Page 5 of 5

| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| D. Speak at public functions on the Health Programs available at COTC. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |
| E. Conduct periodic Information Meetings for prospective students interested in a health career. | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | ——— | | | | | |

KEY: |——| duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

# ACADEMIC SUPPORT AREAS

# ADMISSIONS

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Admissions

Prepared by John Merrin



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I. To recommend and maintain a College-wide recruitment program which attracts potential students from the service area | | | | | | | | | | | | | | | | | |
| A. To implement a recruitment program which will increase the enrollment of students directly from high school from 165 Autumn Quarter, 1983, to 175 Autumn Quarter, 1984 | | | | | | | | | | | | | | | | | |
| 1. Regular High School Visitations | | | | | | ⊢ | — | — | ⊣ | | | | | | | | |
| 2. Classroom Visitations | | | | | | | | ⊢ | — | — | — | ⊣ | 40 hours of faculty | | | | |
| 3. Arrangement of on-campus visitations for prospective students and their parents and counselors | ⊢ | — | — | — | — | — | — | — | — | — | — | ⊣ | | | | | |
| 4. Distribution of COTC publications to High Schools | | | ⊢ | — | — | ⊣ | | | | ⊢ | — | ⊣ | | | | | |
| 5. Planning and implementation of conference, newsletters, and direct telephone communications with high school counselors | | ⊢ | — | — | — | — | — | — | — | — | — | ⊣ | | | | | |
| 6. Recruitment letter to High School Juniors & Seniors who send COTC their ACT student profile report | | | ⊢ | ⊣ | | | ⊢ | ⊣ | | ⊢ | ⊣ | | | | | | |
| 7. Participate in service area college nights | | ⊢ | — | — | — | ⊣ | | | | | | | | | | | |
| 8. Plan and implement counselors luncheon with OSUN | | | | ⊢ | — | — | — | — | — | ⊣ | | | 30 hours of Dave Breckenridge | | | | |
| 9. Plan and sponsor Licking County College Night with OSUN | | | ⊢ | — | — | ⊣ | | | | | | | 25 hours of Dave Breckenridge | | | | |
| 10. Develop, update, and maintain COTC slide show | | | ⊢ | — | — | ⊣ | | | | | | | 1 hour of narrator | | | | |

KEY: ⊢—⊣ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Admissions

Prepared by John Merrin



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| 11. Disseminate Financial Aid information to prospective high school students (scholarships, grants, awards) | | | | | | | | | | | | | 20 hours of Coordinator of Financial Aid | | | | |
| B. To implement a recruitment program which will increase the enrollment of concurrent students from 10 Autumn Quarter, 1983, to 25 Autumn Quarter, 1984 | | | | | | | | | | | | | | | | | |
| 1. Design new concurrent enrollment brochure | ⊢ | ⊢ | | | ⊢ | | ⊢ | ⊢ | | | | | | | | | |
| 2. Distribute literature, etc. | | | | | | | | | | | | | | | | | |
| 3. Sponsor a breakfast/luncheon for high school superintendents | | | | | ⊢ | ⊢ | | | | | | | 4 hrs--Dr. Donnelly<br>2 hrs--Dr. Greenstein<br>2 hrs--Chairmen<br>$200 expense | | | | |
| C. To implement a recruitment program which increases enrollment of non-traditional students from 310 Autumn Quarter, 1983, to 340 Autumn Quarter, 1984 | | | | | | | | | | | | | | | | | |
| 1. Sponsor a breakfast/luncheon for selected business/industrial leaders | | | | | | | ⊢ | ⊢ | | | | | 4 hrs--Dr. Donnelly<br>2 hrs--Dr. Greenstein<br>2 hrs--Chairmen<br>$200 expense | | | | |
| 2. Develop and distribute appropriate brochures (such as Early Bird Courses) | | | | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | ⊢ | | | | | | | | |
| 3. Disseminate Financial Aid information to prospective non-traditional students (scholarships, grants, and awards) | | | | | | | | | | | | | | | | | |
| 4. Organize Fair recruitment effort | ⊢ | ⊢ | | | | | | | | | | | | | | | |
| 5. Arrange on-campus appointments for non-traditional prospective students to discuss programs and admissions process | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
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Budget Year 1983-84

Functional Area Admissions

Prepared by John Merrin



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D. To develop and recommend to the Coordinator of News and Information a publicity campaign which raises COTC's visibility and image within its service area, as related to the above categories, by June 30, 1984 | | | | | | | | | | | | | 30 hrs--Coord. of News&Info<br>10 hrs--Marketing Committee | | | | |
| 1. Assist in the development of COTC's annual Newspaper, Radio, and Billboard publicity plan | | | | | | ⊢ | — | — | — | — | — | — | 4 hrs--Marketing Committee<br>10 hrs--News & Info | | | | |
| 2. Assist in the development and distribution of COTC recruitment literature (i.e., brochures, Bulletins, posters, etc.) | | | | | | ⊢ | — | — | — | — | — | — | 10 hrs--Coord. News&Info | | | | |
| 3. Assist in the development of new publicity strategies via the COTC Marketing, Recruitment, and Retention Committee | | | | | | ⊢ | — | — | — | — | — | — | | | | | |
| II. To maintain the current Admissions operation while developing a refined admissions process | | | | | | | | | | | | | | | | | |
| A. To implement an Admissions process which will insure consistent and effective service to students and aministration by June 30, 1984 | | | | | | | | | | | | | | | | | |
| 1. To evaluate process of awarding transfer credit | | | | | | ⊢ | — | — | — | — | | | 2 hrs--Dean<br>2 hrs--Chairman<br>2 hrs--Registrar | | | | |
| 2. To evaluate student transfer records and award transfer credit | | | | | | | | | | | | | | | | | |
| 3. To maintain a College catelog library | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Admissions

Prepared by John Merrin

Page 4 of 4

| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| 4. To coordinate the correspondence and other administrative duties related to student admissions | | | | | | | | | | | | | | | | | |
| 5. To evaluate present selection process of Nursing applicants and recommend appropriate changes | | | | | | | | | | | | | | | | | |
| 6. To chair the Nursing Student Selection Committee which will select 80 applicants for Autumn Quarter, 1984 | | | | | | | | | | | | | | | | | |
| 7. To sit on the Radiographic Student Selection Committee which will select applicants for Autumn Quarter, 1984 | | | | | | | | | | | | | | | | | |
| 8. To develop appropriate reports and conduct appropriate research | | | | | | | | | | | | | | | | | |
| III. To develop and implement a professional development program for my own growth and development | | | | | | | | | | | | | | | | | |
| A. To participate in the quarterly Ohio Association of Two-Year Colleges Admissions Officers meetings | | | | | | | | | | | | | | | | | |
| B. To attend at least one admission s workshop or conference by June 30, 1984 (i.e., Ohio Association of College Admissions Counselors and the Ohio Association of Collegiate Registrars and Admissions Counselors) | | | | | | | | | | | | | | | | | |

KEY: ⊢⊣ duration of activity; • on time; + ahead of schedule; - behind schedule; C - Complete

# JOB PLACEMENT

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Job Placement

Prepared by Lynn Rathke



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| Purpose: To establish and maintain an effective and efficient centralized Job Placement Office | | | | | | | | | | | | | | | | | |
| I. To develop initial planning, implementation, and evaluation procedures for effective management of the JPO | | | | | | | | | | | | | | | | | |
| A. To develop forms, documents, and procedures to conduct on-going operation of the office | | | | | | | | | | | | | | | | | |
| 1. Develop JPO registration/information materials | | | | | | | | | | | | | Input from Dean of Academic Affairs | | | | |
| 2. Prepare and send an initial contact letter to 1983 graduates | | | | | | | | | | | | | | | | | |
| 3. Prepare and send an initial contact letter to all second year students | | | | | | | | | | | | | | | | | |
| 4. Conduct JPO orientation sessions | | | | | | | | | | | | | | | | | |
| B. To gather information from, establish professional relationships, and use as resources, comparable JPO offices | | | | | | | | | | | | | | | | | |
| 1. Visit Cuyahoga Community College | | | | | | | | | | | | | | | | | |
| 2. Visit Columbus Technical Institute | | | | | | | | | | | | | | | | | |
| 3. Visit Hocking Technical Institute | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Job Placement

Prepared by Lynn Rathke



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| II. To provide services to students and alumni that will lead to full or part-time employment commensurate with their technical preparation, interests, capabilities, and career and life goals | | | | | | | | | | | | | | | | | |
| A. To establish awareness of JPO programs and activities | | | | | | | | | | | | | | | | | |
| 1. Participate in new student orientation programs | | | ├ | | | ┤ | | | ├ | | | | Coordinator of Student Activities<br>Coordinator of News and Public Information<br>Dean of Community and Student Services<br>Coordinator of Student Activities<br>Coordinator of Admissions<br>Institutional Research Officer | | | | |
| 2. Advertise (articles and announcements) in The Newark Campus: This Week on a weekly basis | | | ├ | | | ┤ | | | ├ | | | | | | | | |
| 3. Meet with alumni group | | ├ | | | | | | | | | | | | | | | |
| 4. Establish a liaison with student government, clubs, and organizations | | | ├ | | | | | | | | | | | | | | |
| 5. Develop summaries of placement information for distribution to prospective students, high school counselors, etc. | | | ├ | ┤ | | | | ├ | | | | | | | | | |
| B. Assist second year (graduating) students seeking full-time employment | | | | | | | | | | | | | | | | | |
| Register 150 individuals with the JPO<br>Make 100 job referrals<br>Arrange 20 job interviews<br>Make 120 job placements | | | | | | | | | | | | | | | | | |
| C. Assist other students seeking full or part-time employment | | | | | | | | | | | | | | | | | |
| Register 75 individuals with the JPO<br>Make 60 job referrals<br>Arrange 5 job interviews<br>Make 30 job placements | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Job Placement

Prepared by Lynn Rathke



| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| D. Assist immediate past year graduates seeking full time employment | | | | | | | | | | | | | | | | | |
| Register 50 individuals with the JPO<br>Make 30 job referrals<br>Arrange 10 job interviews<br>Make 20 job placements | | | | | | | | | | | | | | | | | |
| E. Assist other alumni seeking full time employment | | | | | | | | | | | | | Dean of Student and Community Life | | | | |
| Register 10 individuals with the JPO<br>Make 8 job referrals<br>Arrange 2 job interviews<br>Make 4 job placements | | | | | | | | | | | | | | | | | |
| 1. Initiate specific job development with appropriate employers | | | | | | | | | | | | | | | | | |
| 2. Maintain a centrally located bulletin board to post job openings | | | | | | | | | | | | | | | | | |
| 3. Conduct workshops on job seeking techniques serving 30 students | | | | | ├ | | | ├ | | ├ | | | Coordinator of Developmental Education, Faculty Members | | | | |
| 4. Provide individual counseling for career and employment related matters | | | | | | | | | | | | | | | | | |
| 5. Work in cooperation with faculty members teaching employment seeking skills class and/or introductory classes | | | | | | | | | | | | | Faculty members | | | | |
| 6. Establish and maintain a Career Library | | | ├ | | | | | | | | | | Coordinator of Developmental Education | | | | |
| 7. Establish a liaison with BES, JVS, and private employment agencies | | | | | | | | | | | | | | | | | |
| 8. Make arrangements for 3 employers to conduct on-campus interviews | | | | | | | ├ | | | | | | | | | | |

KEY: ├─┤ duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Job Placement

Prepared by Lynn Rathke



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| III. To develop a community linkage with the major employers in the COTC service area | | | | | | | | | | | | | | | | | |
| A. Prepare and send a letter of introduction to each major employer (25 or more employees) in Licking, Knox, and Coshocton Counties | | * | * | | | | | | | | | | Dean of Academic Affairs | | | | |
| B. Prepare and send a follow-up letter to the same employers | | | | | | | | | * | * | | | Dean of Academic Affairs | | | | |
| C. Visit 50 employers in Licking, Knox, and Coshocton Counties | | * | * | * | * | * | * | * | * | * | * | * | Dean of Academic Affairs<br>Dean's Council, Coordinator of Public Information<br>Staff, Faculty, Administrators<br>Division Chairman, Faculty members | | | | |
| D. Develop a Job Placement Office brochure | | | | | * | | | | | | | | | | | | |
| E. Invite 15 personnel managers to attend a workshop on campus | | | | | | | | | | * | | | | | | | |
| F. Work with the Health Technologies Division in conducting a Career Day on campus | | | | | | | | | | | * | | | | | | |
| G. Attend monthly meetings of Personnel Managers Association | | | * | * | * | * | * | * | * | * | * | * | | | | | |
| IV. To evaluate services of the JPO and assist faculty and staff in evaluating academic programs and services | | | | | | | | | | | | | | | | | |
| A. Seek follow-up information from students | | | | | | | | | | | | | Institutional Research Officer | | | | |
| 1. Send a questionnaire to 1983 graduates | | | | | * | | | | | | | | | | | | |
| 2. Administer a questionnaire to second year students | | | | | | | | | * | | | | | | | | |
| B. Seek follow-up information from employers | | | | | | | | | | | | | Institutional Research Officer | | | | |
| 1. Send a questionnaire to employers of COTC graduates | | | | | | | | | | * | | | | | | | |
| 2. Obtain a verbal follow-up during visits | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
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Budget Year 1983-84

Functional Area Job Placement Office

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Page 5 of 5

| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| V. To participate in conferences and serve on committees which will enhance my professional growth and development | | | | | | | | | | | | | | | | | |
| A. Attend Ohio Two-Year College Placement Association Annual Meeting | | | | ⊢⊣ | | | | | | | | | | | | | |
| B. Attend PMA Meetings | | | ⊢ | — | — | — | — | — | — | — | — | — | | | | | |
| C. Attend Licking County Business and Professional Women's Meetings | | | ⊢ | — | — | — | — | — | — | — | — | — | | | | | |
| D. Serve as a member of the NAFS "Community Forum" | | | | | | | | | | | | | | | | | |
| E. Serve as a member of the COTC Marketing Committee | | | | | | | | | | | | | | | | | |
| F. Attend division advisory committee meetings | | | | ⊢⊣ | | | | | ⊢⊣ | | | | | | | | |

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# STUDENT RECORDS

# & REGISTRATION

CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Student Records & Registration

Prepared by Kay Duncan

Page 1 of 7

| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I. To organize, maintain, and secure student records which accurately reflect information provided by the student and faculty | | | | | | | | | | | | | | | | | |
| A. To coordinate the continuous (Daily) updating and maintaining of student data information on the computerized Student Information System (SIS) primarily during the first four weeks of each qtr. | | | | | | | | | | | | | | | | | |
| 1. Give daily direction to staff during the first four weeks of each quarter for the following activities: | | | | | | | | | | | | | | | | | |
| a. Entering of new applications into SIS | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| b. Verification of residency status | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| c. Verification of enrollment status as requested by students to potential employers, social security, OBES, banks, etc | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| d. Preparation of student transcripts | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| e. Processing drop/adds and withdrawals | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| f. Prepare & process fee invoices | | ⊢ | | ⊣ | | | ⊢ | | ⊣ | ⊢ | ⊣ | ⊢ | | | | | |
| g. Coordinate roster distribution & verification | ⊢ | | | | | | | | | | | ⊣ | | | | | |
| h. Prepare student fee refunds | ⊢ | | ⊢ | | | | ⊢ | | ⊢ | | ⊣ | ⊢ | | | | | |
| i. Prepare various 14th day quarterly reports for OBR, HEGIS, NLN, SDE | ⊢ | | ⊢ | | | | ⊢ | | ⊢ | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 1983-84

Functional Area Student Records & Registration

Prepared by Kay Duncan

Page 2 of 7

| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| B. To manage an effective system for the quarterly dissemination of grades to students | | | | | | | | | | | | | | | | | |
| a. Distribute final grade rosters to faculty the 9th week of each quarter | | | | | | | | | | | | | | | | | |
| b. Collect grades from instructors by deadline | | | | | | | | | | | | | | | | | |
| c. Input grades into SIS | | | | | | | | | | | | | | | | | |
| d. Coordinate preparation of grades for mailing | | | | | | | | | | | | | | | | | |
| e. Prepare student files for review by Academic Board within 3 days of receipt of grades | | | | | | | | | | | | | | | | | |
| f. Prepare notification of Academic Board action to students & Div. Chairmen within 1 day of meeting | | | | | | | | | | | | | | | | | |
| g. Coordinate notification to student of deadline for Incomplete grades within 2 wks of receipt of quarterly grades | | | | | | | | | | | | | | | | | |
| h. Coordinate notification to students on academic warning status within 2 wks of receipt of grades | | | | | | | | | | | | | | | | | |
| i. Coordinate notification to students on Honors list within 2 wks of receipt of grades | | | | | | | | | | | | | | | | | |
| C. To review and inform prospective graduates of file status two quarters in advance of anticipated graduation date | | | | | | | | | | | | | | | | | |
| a. By 6/30, review files for prospective Dec. grads. | | | | | | | | | | | | | | | | | |
| b. By 9/30, review files for prospective Mar. grads. | | | | | | | | | | | | | | | | | |
| c. By 1/31, review files for prospective June grads. | | | | | | | | | | | | | | | | | |
| d. By 3/31, review files for prospective Aug. grads. | | | | | | | | | | | | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year 83-84

Functional Area Student Records & Registration

Prepared by Kay Duncan



| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D. To implement the microfilming of student records according to the records retention schedule | | | | | | | | | | | | | | | | | |
| a. By December 1, purge, film, and verify graduate records 1973-1980. | | | \|— | — | — | —\| | | | | | | | | | | | |
| b. By May 1, purge, film, and verify inactive records 1971-1980 (A-L) | | | | | | | \|— | — | — | — | —\| | | | | | | |

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CENTRAL OHIO TECHNICAL COLLEGE
Planning and Implementation Form
Budget Year _____

Functional Area Student Records & Registration

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| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| II. To develop and maintain an effective registration system which allows students to register in a timely manner | | | | | | | | | | | | | | | | | |
| A. To prepare a plan for the continued development and implementation of the on-line registration system | | | | | | | | | | | | | | | | | |
| 1. To convene the Registration Task Force to review past and current registration procedures by November 1. | | | | ⊢ | ⊣ | | | | | | | | Registration Task Force (include Fac. Representative) | | | | |
| 2. To establish sub-committees within each unit to further review individual areas moving toward "ideal" system by December 1. | | | | | ⊢ | ⊣ | | | | | | | Financial Aid, Business Office, Dev. Ed., Div. Chairmen, Computer Center, Student Svs. | | | | |
| 3. To collect written reports from sub-committees as to each units suggestions for improvement by February 1. | | | | | | | ⊢ | ⊣ | | | | | " " " | | | | |
| 4. To convene Registration Task Force to review suggestions to determine possibility/feasibility of incorporating additional elements toward ideal system by March 1. | | | * | | | | | ⊢ | ⊣ | | | | " " " | | | | |
| 5. To establish time-line for implementation of suggestions found possible/feasible by April 1. | | | | | | | | | ⊢ | ⊣ | | | " " " | | | | |

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| Goals, Objectives, Activities | Activity Implementation Schedule J | A | S | O | N | D | J | F | M | A | M | J | Additional Resources | Phase Q1 | Q2 | Q3 | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B. To examine the "Wise Registration" software package to determine the possibility/feasibility of incorporating additional elements to the program | | | | | | | | | | | | | | | | | |
| 1. By Feb. 1, investigate additions to Wise package such as: notification when course conflicts are scheduled; notification when course prerequisites have not been met, notification of students on academic warning status. | | | | | | ⊢ | ⊣ | | | | | | Campbell, Division Chairmen | | | | |
| 2. By Mar. 1, investigate time involved to implement any of the above if found feasible and/or alternative solutions | | | | | | | | ⊢ | ⊣ | | | | Campbell, | | | | |
| 3. By Apr. 1, prepare a written recommendation based on information received from above | | | | | | | | | ⊢ | ⊣ | | | | | | | |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C. To develop a computer program for the tracking of student registrations each quarter in relationship to previous years status | | | | | | | | | | | | | | | | | |
| 1. Meet with Coordinator of Computer Center to determine data necessary and time involved to implement tracking of registrations by December 1. | | | | ⊢ | — | ⊣ | | | | | | | Campbell, | | | | |
| 2. Provide previous data to assist in writing pilot program by Feb. 1. | | | | | | | ⊢ | — | ⊣ | | | | | | | | |

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| Goals, Objectives, Activities | Activity Implementation Schedule | | | | | | | | | | | | Additional Resources | Phase | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | J | A | S | O | N | D | J | F | M | A | M | J | | Q1 | Q2 | Q3 | Q4 |
| III. To participate in a professional development program for myself | | | | | | | | | | | | | | | | | |
| 1. To attend professional conferences and/or seminars | | | | | | | | | | | | | | | | | |
| 2. To attend staff development workshops | | | | | | | | | | | | | | | | | |
| 3. To take a course during Winter Quarter | | | | | | | | | | | | | | | | | |

KEY: |—| duration of activity; * on time; + ahead of schedule; - behind schedule; C - Complete

# CALENDAR

# OF

# ACTIVITIES

CENTRAL OHIO TECHNICAL COLLEGE
Academic Affairs Area
Annual Academic Calendar



| DESCRIPTION | SUMMER QUARTER | AUTUMN QUARTER | WINTER QUARTER | SPRING QUARTER |
|---|---|---|---|---|
| QUARTERLY/ANNUAL CURRICULUM<br>A. Planning/Development | | December 1 - Initiate Master Schedule Process College-Wide<br>December - Confirm College-Wide Master Schedule for Ensuing Year and Projecting Second Year | | |
| B. Evaluation | | November/December - College-Wide Annual Program Review | | |
| PLANNING<br>A. Long-range | | During Autumn Quarter (November 15 for College) | | |
| B. Short-range | | | January | June (confirming Operational Plan) |
| BUDGET PREPARATION | | | January/February | |
| PERSONNEL--FACULTY/STAFF<br>A. Faculty Evaluation<br>1. Student Evaluation of Faculty | Begins during the 6th week of each quarter; Returned by last week of the quarter; Results returned by two weeks into next quarter | | | |

82



83

| DESCRIPTION | SUMMER QUARTER | AUTUMN QUARTER | WINTER QUARTER | SPRING QUARTER |
|---|---|---|---|---|
| PERSONNEL--FACULTY/STAFF (Continued) | | | | |
| 2. Class Visitations (by Chairpersons) | | | | |
| 3. Yearly | | | | April/May (dialogue between Chair and Faculty) |
| B. Search for: | | | | |
| 1. Part-time Faculty | Two weeks before the Proffer letter goes out each quarter (continuous) | | | |
| 2. Full-time Faculty | | | January/February | |
| C. Proffer Letters | | | | |
| (3 weeks prior to the start of each quarter) | | | | |
| D. P.A.R.'s | First two weeks of each quarter | | | |
| E. Orientation | | | | |
| 1. Full-time Faculty | | College wide the week preceding the first day of class | | Confirm plans by the 8th week |
| 2. Part-time Faculty | Divisional meetings prior to the first day of class. | | | Content Program/Workshop<br>Review Handbook |
| MARKETING/RECRUITMENT | | | | |
| A. Information Meetings--Divisional | At least once quarterly in Health and Engineering | | | |
| B. Business/Industry Program Development linkages | In development | | | |

| DESCRIPTION | SUMMER QUARTER | AUTUMN QUARTER | WINTER QUARTER | SPRING QUARTER |
|---|---|---|---|---|
| ADVISORY COMMITTEES & STRUCTURES | Members' terms expire 8/31 | Two meetings per program per year. | | |
| PUBLICATIONS<br>A. Bulletin | | Complete review by December 20 | | |
| REGISTRATION: ASSESSMENT AND PROFICIENCY (Base Year 83-84; Adjustable Annually)<br>A. Assessment Tests | June 4, 1983<br>July 21, 1983<br>August 16, 1983<br>August 27, 1983<br>September 12, 1983 | November 3, 1983<br>December 3, 1983 | February 6, 1984<br>March 13, 1984 | April 24, 1984<br>June 2, 1984 |
| B. Proficiency Tests<br>C. Advisement | Approximately two weeks prior to the beginning of each quarter | | | |
| D. Scheduling & Fee Payment | Scheduling:<br>August 24, 1983 (A)<br>August 25, 1983<br>September 7, 1983<br>September 15, 1983<br>Fee Payment:<br>June 14-20, 1983 (Su) Without Penalty<br>June 21-July 1, 1983 With Penalty | Scheduling:<br>November 14-18, 1983 (W)<br>December 8-9, 1983<br>December 29-30, 1983<br>Fee Payment:<br>August 29-September 14, 1983 (A) Without Penalty<br>September 15-October 3, 1983 With Penalty | Scheduling:<br>February 20-24, 1984 (Sp)<br>March 8-9, 1984<br>March 22-23, 1984 | Scheduling:<br>May 2-4, 1984 (Su)<br>May 14-18, 1984<br>*Confirm faculty assistance for Autumn Quarter by end of Spring Quarter |

86

87

| DESCRIPTION | SUMMER QUARTER | AUTUMN QUARTER | WINTER QUARTER | SPRING QUARTER |
|---|---|---|---|---|
| MARKETING/RECRUITMENT | | | | |
| A. Information Meetings--Divisional | | At least once quarterly in Health and Engineering Technologies | | |
| B. Business/Industry Program Development Linkages | | In development | | |
| ADVISORY COMMITTEES & STRUCTURES | Members' terms expire 8/31 | Two meetings per program per year | | Identify new members for the Autumn Quarter |
| PUBLICATIONS | | | | |
| A. Bulletin | | Complete review by December 20 | | |
| REPORTS | | | | |
| A. LEAP (DVE) | | | February 1 | |
| B. VE-26 (DVE) | | | | May 1 |
| C. OHVE-2 (DVE) | August 1 | | | |
| D. OHVE-2 Supplement (DVE) | August 1 | | | |
| E. VE-22 (DVE) | July | | | |
| F. Vocational Education Social Security Report (DVE) | | October 1 | | |
| G. VE-23 (DVE) | | | | March 31 |
| H. VE-21 (DVE) | | early November | | |

| DESCRIPTION | SUMMER QUARTER | AUTUMN QUARTER | WINTER QUARTER | SPRING QUARTER |
|---|---|---|---|---|
| REPORTS (Continued) | | | | |
| I. OBR Off-Campus Plan | July 1 | | | |
| J. OBR Annual Annex to the Off-Campus Plan | | October 1, 1983 | | |
| K. OBR Faculty Improvement Program | July 1 | | | |
| L. OBR Student Inventory | | November 1 | | |
| M. OBR Academic Period Enrollment | September 15 | November 3 | | |
| N. Course Inventory | June 1 | October 1 | | |
| O. OBR Undergraduate Admissions | September 15 | November 1 | March 1 | May 15 |
| P. OBR Enrollment Forecast | June 1 | | | |
| Q. OBR Degrees Awarded | July 31 | | | |
| R. OBR Faculty Inventory | | December 1 | | |
| S. OBR Faculty Service | September 15 | November 15 | | |

CLEARINGHOUSE FOR JUNIOR COLLEGES
UNIVERSITY OF CALIFORNIA
APR 6 1984
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90

91